

## **Law Library Temporary Partial Reopening Protocol**

**Eff. 1/05/2021**

1. In accordance with President Judge Ashworth's Administrative Order dated 1/05/2021, the Law Library will be closed to the public until at least February 16, 2021. The Law Library will be open to attorneys daily from 9:00 am – 3:00 pm.
2. Self-represented litigants who need access to legal information may call the Library at 717-299-8090 or email the Law Librarian at [gerlott@co.lancaster.pa.us](mailto:gerlott@co.lancaster.pa.us). When possible, library staff will mail or email relevant information to the litigants.
3. All parties entering the Law Library must wear masks or appropriate facial coverings and must adhere to social distancing guidelines. Law Library staff may restrict access for failure to comply with these guidelines.
4. Only Law Library staff are permitted in the Librarian's office.
5. Only one person is allowed at each table, and only one person at a time will be permitted to use the Law Library's public computer. Staff will sanitize the tables and the public computer after each use.
6. Law Library books should not be reshelfed after use but should be left on the table where they were read, and they will be sanitized by staff.
7. Books that have been in circulation will be quarantined for 24 hours when they are returned to the Law Library.
8. The Law Library has a coin-operated photocopier; it does not take credit cards. Please bring coins or dollar bills with you, as the Library staff would like to handle as little money as possible.

**Thanks for your cooperation and patience!**